Instructions for Electronic Submission
of VETS-4212 Reports for 2015

File Format Requirements

Use this checklist to ensure that your VETS-4212 report meets the 2015 requirements for electronic submission.

1. All applicable fields are completed for these records

    - One record for headquarters

    - One record for each hiring location

2. Only CAPITAL LETTERS are used in the alphabetical fields

3. The file is saved in ASCII comma-delimited text (.txt) format

    - Contains plain-text data with each field separated (delimited) from the next by a comma

    - Has a filename with a .txt extension (such as: VETS-4212.txt)

    (NOTE: DOL no longer accepts fixed field text (.txt) files)

4. Is contained within one .txt file

    - Do not create a separate text file for each record

    - Do not submit unneeded files, such as Microsoft Word or WordPerfect documents. If you have comments to include with your submission, send a separate printed correspondence (hard copy) on company letterhead.

    - Do not include the description row (as shown, highlighted and BOLD below)

#	A	B	C	D	E
1	**Company No**	**Ending Period**	**Contractor Type**	**Form Type**	**MSC Number**
2	T123456	08/31/2015	S	MHQ	0
3	T123456	08/31/2015	S	MHL	0
4	T123456	08/31/2015	S	MSC	3

## What is an ASCII Comma Delimited Text (.txt) File?

An ASCII text file is a small, simple document that can be created by a text editor such as Microsoft Notepad or exported from a spreadsheet application such as Microsoft Excel.

(NOTE: ASCII (American Standard Code for Information Interchange) refers to "plain-text" which includes the 128 characters (numbers, upper and lower-case letters, and symbols) that are most likely found on your computer keyboard.)

Exporting from a Microsoft Excel Spreadsheet

Follow these steps to export your Excel spreadsheet data (.xls, .xlsx or .csv) as a text file (.txt)

1. With your workbook open in Excel, select the "File" menu, and then select "Save As."

2. In the "Save as type" dropdown list, select the "CSV (Comma delimited) (*.csv)." file type.
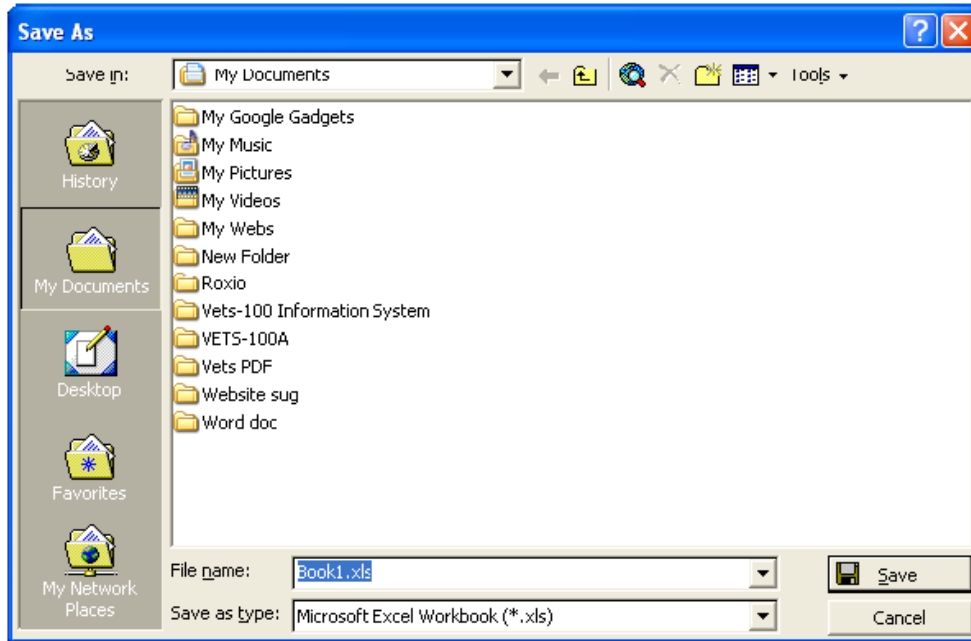
3. Enter a name for your file and save it to your hard drive.

4. Close Excel

5. Open NotePad

   (NOTE: For most systems, NotePad can be found under **Start Menu**--> **Programs**-->**Accessories**.)

6. Within NotePad, select the "File" menu, then select "Open."

7. Locate the (.csv) file on your hard drive and open it. Once opened, you will see horizontal rows of comma-delimited fields.

8. Select the "File" menu, select "Save As"

9. In the "Save As Type" dropdown list, select "Text Document,".

10. Give your file a unique name and save it on your hard drive.

    (NOTE: Similar steps are used to export from a non-Microsoft Excel spreadsheet (such as Lotus 1-2-3, or OpenOffice Calc. If you have questions exporting from your non-Excel spreadsheet, you can email VETS100-customersupport@dol.gov or call the VETS-4212 Service Center at (866) 237-0275.)

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Record Requirements

Don't Use "0" as a Spacer

Only enter "0" when it represents a real value (such as the Total for Column P).

Use blanks instead of "0" to fill field size requirements.

Don't Use Hyphens Within Fields

Do not use hyphens in the field for the NAICS, DUNS or EIN data items.

Example: 203334444   ***Correct***

20-333-4444   ***Incorrect***

Don't Use Commas within Fields

Since commas are used to separate data fields, they cannot be used within fields.

For example, do not separate the street address and suite with a comma.

Example: 6101 STEVENSON SUITE 600 ALEXANDRIA   ***Correct***

6101 STEVENSON, SUITE 600, ALEXANDRIA   ***Incorrect***

One Record per Line

All records must be horizontal, not vertical, with each entire record on one line.

Example: T502024,08171999,ACME INC,123 MAIN ST   ***Correct***

No Padding is Required

For example, if the value in the City field is only 10 characters, do not pad the field with 10 blank spaces to fill the 20-character field size

Example: ,12,0,8,0,123,,,1,2,0   ***Correct***

,00000012,0000000,0000008,0,00000123,0,   ***Incorrect***

Comma Layout Errors

The most common layout errors are a) wrong number of commas resulting in misallocated data, including an additional comma within the street address; b) vertical records; c) header/footer or comments in file; d) and insufficient data. Most submissions with these errors are returned for correction.

Additional Data Requirements

1. Use only "P" for "Prime Contractor," "S" for "Subcontractor," or "B" for "Both." The field will only allow one letter.

2. Use "S" for "Single Establishment," "MHQ" for "Multiple Establishment Headquarters," "MHL" for "Multiple Establishment–Hiring Location," or "MSC" for "Multiple Establishment State-Consolidated".

3. If the form type is a state consolidated form, specify the number of locations in field #5, "MSC Number"

A List of the Fields for a VETS-4212 Electronic Submission

Field No.	Field Name	Type	Size	Field No.	Field Name	Type	Size
1	Company No	Text	7	11	State	Text	2
2	Type of Reporting Organization	Text	1	12	Zip code	Text	10
3	Type of Form	Text	3	13	Name of Company Contact	Text	100
4	Number of MSC Locations	Text	8	14	Telephone for Contact	Text	20
5	Twelve Month Ending Period	Text (MM/DD/YYYY)	8	15	Email	Text	100
6	Name of Parent Company	Text	100	16	Name of Hiring Location	Text	100
7	Address (Number and Street)	Text	100	17	HL Address (Number and Street)	Text	100
8	Second street address	Text	100	18	HL Second Address	Text	100
9	City	Text	50	19	HL City	Text	50
10	County	Text	50	20	HL County	Text	50

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21	HL State	Text	2	34	Protected Veterans employees - Laborers/Helpers (A8)	Number (Integer)	8
22	HL Zip code	Text	10	35	Protected Veterans employees - Service Workers (A9)	Number (Integer)	8
23	NAICS	Text	6	36	Protected Veterans employees - Total (A10)	Number (Integer)	8
24	DUNS	Text	9	37	Total Employees, Both Veterans and Non-Veterans - Executive/Senior Level Officials and Managers (B1.1)	Number (Integer)	8
25	Employer ID	Text	9	38	Total Employees, Both Veterans and Non-Veterans - First/Mid Level Officials and Managers (B1.2)	Number (Integer)	8
26	Protected Veterans employees - Executive/Senior Level Officials and Managers (A1.1)	Number (Integer)	8	39	Total Employees, Both Veterans and Non-Veterans - Professionals (B2)	Number (Integer)	8
27	Protected Veterans employees - First/Mid Level Officials and Managers (A1.2)	Number (Integer)	8	40	Total Employees, Both Veterans and Non-Veterans - Technicians (B3)	Number (Integer)	8
28	Protected Veterans employees - Professionals (A2)	Number (Integer)	8	41	Total Employees, Both Veterans and Non-Veterans-Sales Workers (B4)	Number (Integer)	8
29	Protected Veterans employees - Technicians (A3)	Number (Integer)	8	42	Total Employees, Both Veterans and Non- Veterans-Administrative Support Workers (B5)	Number (Integer)	8
30	Protected Veterans employees - Sales Workers (A4)	Number (Integer)	8	43	Total Employees, Both Veterans and Non-Veterans - Craft Workers (B6)	Number (Integer)	8
31	Protected Veterans employees - Administrative Support Workers (A5)	Number (Integer)	8	44	Total Employees, Both Veterans and Non-Veterans - Operatives (B7)	Number (Integer)	8
32	Protected Veterans employees - Craft Workers (A6)	Number (Integer)	8	45	Total Employees, Both Veterans and Non-Veterans - Laborers/Helpers (B8)	Number (Integer)	8
33	Protected Veterans employees - Operatives (A7)	Number (Integer)	8	46	Total Employees, Both Veterans and Non-Veterans - Service Workers (B9)	Number (Integer)	8

47	Total Employees, Both Veterans and Non-Veterans - Total (B10)	Number (Integer)	8	58	Protected Veterans new hires - Total (C10)	Number (Integer)	8
48	Protected Veterans new hires - Executive/Senior Level Officials and Managers (C1.1)	Number (Integer)	8	59	Total New Hires, Both Veterans and Non-Veterans - Executive/Senior Level Officials and Managers (D1.1)	Number (Integer)	8
49	Protected Veterans new hires - First/Mid Level Officials and Managers (C1.2)	Number (Integer)	8	60	Total New Hires, Both Veterans and Non-Veterans - First/Mid Level Officials and Managers (D1.2)	Number (Integer)	8
50	Protected Veterans new hires - Professionals (C2)	Number (Integer)	8	61	Total New Hires, Both Veterans and Non-Veterans - Professionals (D2)	Number (Integer)	8
51	Protected Veterans new hires - Technicians (C3)	Number (Integer)	8	62	Total New Hires, Both Veterans and Non-Veterans - Technicians (D3)	Number (Integer)	8
52	Protected Veterans new hires - Sales Workers (C4)	Number (Integer)	8	63	Total New Hires, Both Veterans and Non-Veterans - Sales Workers (D4)	Number (Integer)	8
53	Protected Veterans new hires - Administrative Support Workers (C5)	Number (Integer)	8	64	Total New Hires, Both Veterans and Non-Veterans - Administrative Support Workers (D5)	Number (Integer)	8
54	Protected Veterans new hires - Craft Workers (C6)	Number (Integer)	8	65	Total New Hires, Both Veterans and Non-Veterans - Craft Workers (D6)	Number (Integer)	8
55	Protected Veterans new hires - Operatives (C7)	Number (Integer)	8	66	Total New Hires, Both Veterans and Non-Veterans - Operatives (D7)	Number (Integer)	8
56	Protected Veterans new hires - Laborers/Helpers (C8)	Number (Integer)	8	67	Total New Hires, Both Veterans and Non-Veterans - Laborers/Helpers (D8)	Number (Integer)	8
57	Protected Veterans new hires - Service Workers (C9)	Number (Integer)	8	68	Total New Hires, Both Veterans and Non-Veterans - Service Workers (D9)	Number (Integer)	8

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69	Total New Hires, Both Veterans and Non-Veterans - Total (D10)	Number (Integer)	8
70	Maximum Number	Number (Integer)	8
71	Minimum Number	Number (Integer)	8

Submitting the VETS-4212 Report

Your 2014 VETS-4212 report and / or your report for all state consolidated locations may be electronically submitted in one of two ways:

1. Upload the file from your computer

2. Submit the form on electronic media

- When mailing media, identify your disk by including a blank, printed copy of your pre-identified VETS-4212 form.
- Submit on one of the two acceptable forms of electronic media:
  - DVD
  - CD

(NOTE: Many federal contractors and subcontractors produce VETS-4212 reports using software specifically developed for HR departments. Many of these vendors have modified their products to publish electronic files in the required format. If your organization uses this type of software, you may want to inquire with your vendor about the product's ability to produce the VETS-4212 file in the correct format.

If you have questions about electronic submission, please email VETS100-customersupport@dol.gov or call the VETS-4212 Service Center at (866) 237-0275.